

User documentation

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1 General preparations

1.1 Invite attendees in ORSEE

ORSEE is an online participant management and invitation tool. The domain is `https://experiment.wiwi.uni-jena.de/`. To create experiments and invite subjects you find the admin panel at `https://experiment.wiwi.uni-jena.de/admin`. It can be started by clicking the 'Show ORSEE' button within labcontrol. For credentials please ask the lab admins or Oliver Kirchkamp.

A basic workflow:

1. Create an experiment. In this first step you define general attributes as a Name, experiment type, lab location, etc.
2. Create sessions. Choose the date, duration and how many subjects (and backup subjects) you want to invite.
3. Filter subjects and add them to the experiment.
4. Switch the session state from planned to active.
5. Send an invitation mail to the subjects. There is a template that can be edited to fit your needs.
6. Hopefully all your session get filled with the required number of people. Otherwise you can add more people and send out further invitation mails.
7. When you run the session, be sure to print out the participant PDF list. This helps you to determine if some of the subjects have to fill out a registration form and/or language test.
8. After the session you can mark your session as done and update the status of the participants (If they showed up and whether they signed the rules and passed the language test or not).

Further help with ORSEE can be found in its own manual ¹.

¹available at <http://www.orsee.org>

1.2 Subscribe to the experimenters mailing list

In order to receive the answers from recipients (and bounce messages) it is recommended to join to the experimenters mailing list. To subscribe visit <https://lserver.uni-jena.de/mailman/listinfo/wiwi-lablist>.

1.3 Testsession

It is recommended to run a test session for your experiment to avoid unexpected behaviour of the software. Especially watch out for the dimensions in your treatment as z-Leaf sometimes displays the location of elements in a wrong arrangement if you programmed it with a different screen resolution as the clients have (1156xXXXXx).

1.4 Visual cover for the subject seats

To ensure that the subjects don't distract each other it is advised to use the visual covers. Below each table there is a key which (un-)locks them.

Please check if the lock is closed properly as otherwise it can easily fall down by itself.

2 Preparation and execution of an experiment with labcontrol

2.1 Start Labcontrol

Please find a shortcut to labcontrol on the Desktop.

Alternatively it can be started via `/usr/local/bin/labcontrol &` or `labcontrol &` issued in a terminal.

To start it via command line has especially the advantage of additional debug information, if an error occurs.

After launch the following window is shown:

The window is split into the action area on the top and a grid area on the bottom. Within "Experiment preparation" tab you can perform tasks such as start and cleanup experiments, start a VNC viewer or a browser on the clients. The "Session action" tab is for configuration and start of z-Tree and z-Leaves. "Admin actions" is only relevant to administrate the lab and therefore disabled for the experimenter login.

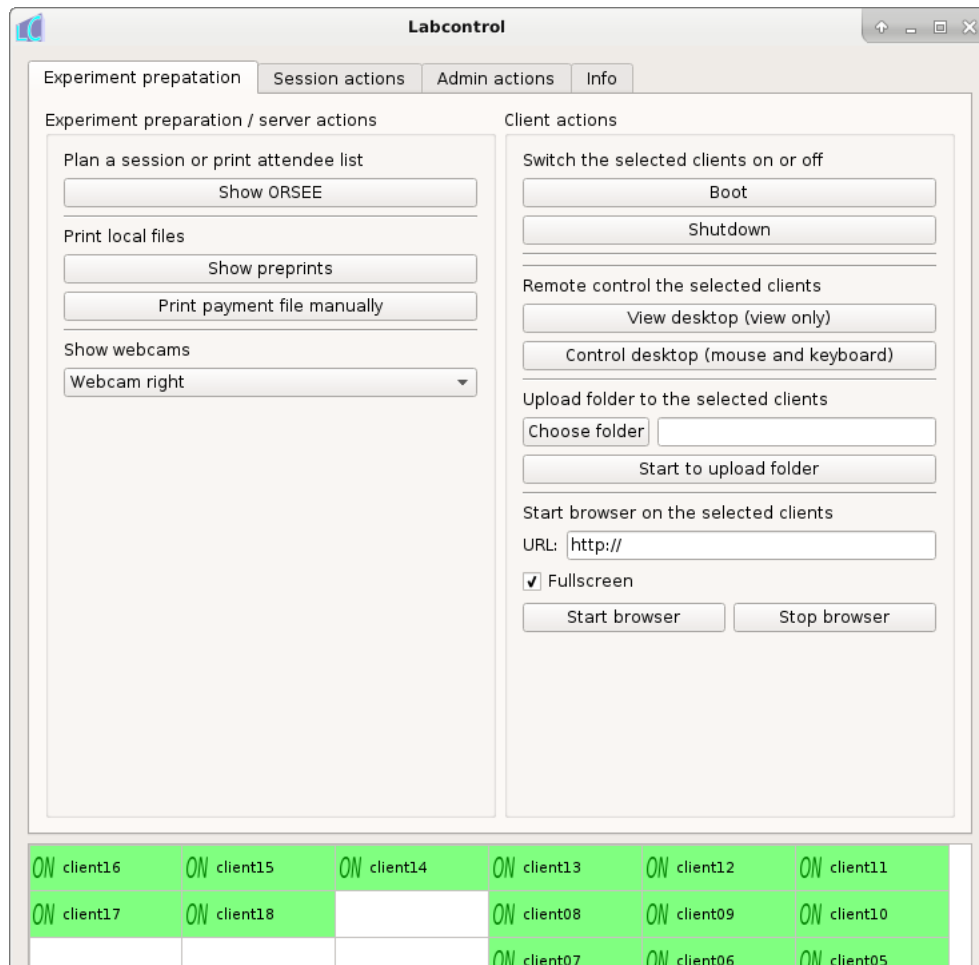


Abbildung 1: zTree experimenter actions

2.2 Labcontrol workflow

All buttons have a mouse over description and are pretty intuitive. The following describes all steps to perform a basic session:

1. Select one or multiple clients in the grid and press the 'Boot' button. You can see how the label in the grid changes from OFF to ON. All selected clients will be ready after about one minute.
2. It is recommended to open the two webcams by selecting them in the drop down menu. This helps to double check that all clients run properly.
3. After they are up and running (showing a red desktop screen) switch to "Session action".
4. Choose the correct z-Tree Version (corresponding to your treatment), the target path (the place where the treatment data will be stored - a good place is /home/experimenter/Experimente/yourFolder. Please avoid blanks in your folder name and please don't save it on the desktop).

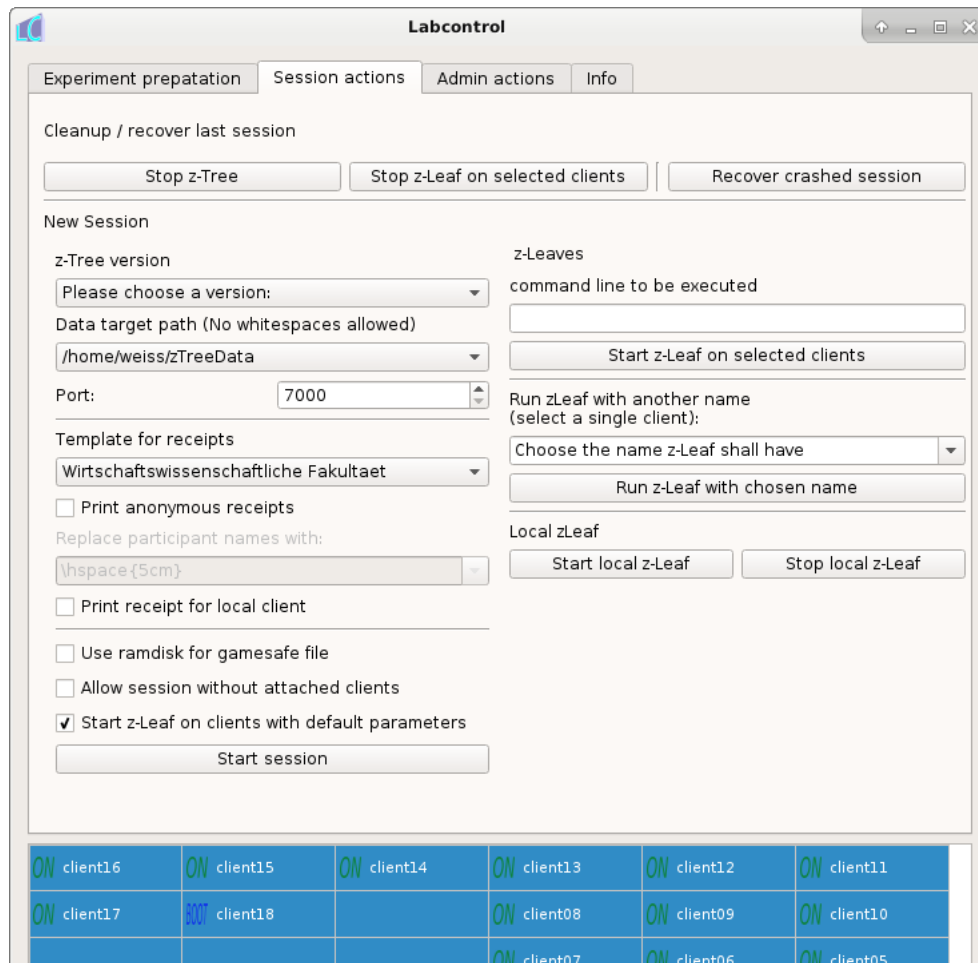


Abbildung 2: zTree session actions

5. Select a port manually, if you know that the displayed one could be blocked (e.g. because you had a session on this port just a few minutes ago). Usually you don't have to change this as it counts up every time you start a new session.
6. Choose the clients you want to include to the session in the grid.
7. Attention: If a session is already running on a client you can see the z-Tree logo (zleaf) in the grid. Don't try to start two sessions simultaneously on one client.
8. "Start z-Leaf on clients with the session" is checked by default.
9. Click the 'Start session' button. Afterwards the selected z-Tree Version launches on the server.
10. If you don't check the "Start z-Leaf on clients with the session" Checkbox z-Leaf can be started afterwards by selecting the clients in the grid and clicking "Start z-Leaf on selected clients". In the text box above you are also able to manipulate the z-Leaf start parameters.
11. To confirm that all wanted z-Leaf instances are started watch the icons (zleaf) in the grid.

12. Now you can load your treatment/questionnaire in z-Tree and run the session.
13. After finishing the session you can 'Stop z-Tree' and 'Stop-Leaf' (select multiple in grid) by clicking the button. Then you are ready to start the next session.
14. When you are finished with all sessions shutdown the clients (select multiple in grid) with the corresponding button.
15. Please don't try to shut down the server.
16. Therefore it is nice to switch of the printer and server displays :) .

3 Room layout

16	15	14	13	12	11
17	18				
Experimenter					
		1	2	3	4
		8	9	10	
		7	6	5	

4 Experiment Procedure

Experimenter 1

- Bring instructions
- Print list of participants in ORSEE
- Prepare language test, participation agreements and receipts (show up / dummy). They can be found by clicking the 'Show preprints' Button in Labcontrol.
- Prepare table tennis balls (for seat selection of the subjects)
- Prepare cash box (and envelopes)
- Start Labcontrol
- Start the clients
- Set z-Tree data target path and z-Tree version
- Start z-Tree and the z-Leaf
- Configure background settings of treatment (exchange ratio, number of clients, other parameters)
- Sort the clients (optional)
- Check if all of them are listed in the clients table

Experimenter 2

- Distribute pens and tidy up the cabins

Experimenter 1

- Welcome the participants ("Welcome / prepare thoska or ID card / language tests / participation agreements / ball drawing procedure")
- Check the persons ID and tick them from the list (enumeration is advised, so you know how many people already entered the lab)
- Hand out participation agreements and language tests

Experimenter 2

- Let the people draw their cabin numbers
- Verify the language tests
- Hand out the instructions

- Pay off the surplus participants

Experimenter 1

- Set the actual number of participants in treatment
- Disconnect the unused clients
- Start the treatment
- Answer questions about the control questions
- Start the questionnaire
- After receipts open, fill the envelopes/prepare money

Experimenter 2

- Help answering questions about the control questions if there are too many for Experimenter 1
- Check if all names are real ones
- Distribute the receipts
- Thank participants for their participation
- Exchange receipts for envelopes/money

Experimenter 1

- Save the z-Tree data
- Check the cash box
- Update the data in ORSEE
- Shred the list of participants
- Bring receipts to the team assistant of the chair (room 526) and participants agreements to Maria Polipciuc (room 531)

5 FAQ

This section is extended if questions occur.

5.A Printer isn't printing

If the printer isn't printing your Documents, try to turn it off and on again using the power button on the lower right corner of the printer.

5.B What to do on electricity failure?

Oliver Kirchkamp and Nadine Chlass are authorized to (re-)enable the fuse. Contact one of them first.

Otherwise Mr. Kralisch (Dezernat 3 / IB Elektrotechnik) can be contacted by phone ☎ 31320.

5.C z-Tree error messages

In the following one can find a (incomplete) list of error messages produced by zTree with an explanation and solution.

- **Unreadable version contains an incorrect schema**

This happens sometimes, if you saved a treatment with zTree version X (e.g. 3.6.7) but opened the treatment using a newer zTree version Y (e.g. 3.4.2) and X is newer than Y . It doesn't matter with which version you programmed it. As soon as it will be opened and saved with a zTree version higher than Y , the format will probably change.

Solution: Open the treatment with a newer zTree version. The best choice will probably be the most recent one installed.

5.D z-Leaf freeze on a Client

If a participant isn't able to click any button:

- Press the Pause Button to get the focus to the HelpMessage dialog.
- Press ALT+TAB
- Switch to the console by pressing Strg+ALT+F1 and afterwards switch back to the zLeaf-Desktop by pressing Strg+ALT+F7

5.E Crash of a z-Leaf or a Client

As z-Tree stores all the data of the zLeaves on the server (in the GameSafe file), there is no need to panic. If just the zLeaf crashed, but the client is still running normally, you can restart the zLeaf with labcontrol and continue the experiment.

If the whole client crashed, simply restart it either with labcontrol or manually (the power button is on the right side of the client, so you have to move the computer a little to reach it).

If the client is frozen, it won't react on the shutdown command of labcontrol. In this case, you have to force the restart manually. Therefore, go to the client and hold down the power button (see the point above) a few seconds until it is off. Wait again a few seconds and afterwards boot it again and restart the zLeaf.

5.F Crash of z-Tree or the lab server

If you follow this guide, you can continue the experiment in a few minutes. Unfortunately, this will only work, if your Experiment consists of several periods and at least one period has already been played.

WARNING: To ensure you are doing everything right read each point entirely before executing it!

1. Keep all clients and the z-Leafs open.
2. If the lab server crashed, restart it. If it is frozen, hold down the power button for a few seconds until it is powered off, wait a few seconds and restart it.
3. Wait at least one minute. This is necessary, otherwise z-Tree won't start well. In the meantime, read, but DON'T execute further.
4. Start labcontrol if not started yet, click on "Continue crashed session" and follow the instructions given:
 - a) At first, choose the z-Tree version which you have used before.
 - b) Afterwards, navigate to data directory of the current session (which you have chosen during "Start Session"), select it and click "OK".

zTree will start now. If you receive an error message, you probably did not wait one minute. Wait a little longer and try it again.

5. Open the clients table: Run → `clients` table.
6. Restart all clients with Run → Restart All Clients.

If some clients do not connect, kill its zLeafs and start them again via labcontrol. If no client connects, then you have four possibilities:

 - You can restart all clients via labcontrol.
 - You can wait a while and try to restart the clients later (it can take up to 4 minutes).

- You can shut down and restart the experimenter PC (Exiting windows and logging on again is not sufficient).
 - If one of our lab administration team is present, you can switch to the backup server.
7. Restore Client Order: Run → Restore Client Order.
 8. Reload Database: Run → Reload Database.
 9. Check how many periods have been played (e.g. summary or subjects table un,parskip=full+der Run).
 10. Open the Treatment again and configure it like before. If n periods have been played, set the number of PRACTICE periods in the Background to $-n$ (minus n). For example if $n = 5$, and you want to play 20 periods in total, it should look like figure 3.

General Parameters	
Number of subjects	18
Number of groups	1
# practice periods	-5
# paying periods	20
Exch. rate [Fr./ECU]	1
Lump sum payment [ECU]	0
Show up fee [Fr.]	0

Abbildung 3: Set practice periods to $-n$. In this example it is -5 .

11. Now, the session can continue. Tell the participants, that it will go on and start the Treatment again: Run → Start Treatment.
12. Done.

Note: With the current version of labcontrol (state: November 2016), the receipts won't be printed automatically after the crash. Fortunately you can do that manually. Start labcontrol if not started yet. After the participants have filled their names into the questionnaire, the payment file of this session is generated. Click on "Print payment file manually" in labcontrol, navigate to the data directory of this session and select the payment file (*.pay). Now it is open and you can print it.

6 Contact persons

Organization and technique:

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Hiwis:

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